

DEPARTMENT OF FINANCE AND ADMINISTRATION
JOB VACANCY-REQUISITION REPORT (JV-RR)
INSTRUCTIONS

The JV-RR is completed and **a copy** submitted to the Department's Human Resources Office, Recruiting Specialist, to request posting of the vacancy for the purpose of soliciting employment applications. A copy of the signed/dated KASs for Applicant Evaluation form must be submitted with the JV-RR. *Upon hire*, the **original** JV-RR and KAS form should be submitted with the rest of the hire packet for the selected applicant.

- 1. Date**
Indicate the date the JV-RR is completed by the originating office.
- 2. Division or Office**
Indicate the name of the DFA division or office, such as Office of Administrative Services, State Revenue Office, etc.
- 3. Position is...**
Indicate whether the position is full-time (scheduled 40 hours per week) or part-time (scheduled less than 40 hours per week).
- 4. 8-Digit Position Number**
Indicate the AASIS position number assigned to the position being posted.
- 5. Title**
Enter the official state title of the classification, not a functional or office title.
- 6. Class Code**
Enter the 4-digit alphanumeric or numeric code associated with the official title of the classification, e.g.: Secretary II, **K153**.
- 7. Grade**
Enter the grade assigned to the classification title/class code.
- 8. Vehicle Safety Program Information**
Indicate which of the three categories the incumbent best fits. Any employee who **must** or **may** drive on state business must complete the required forms and have an acceptable driving record.
- 9. External Applicant Information**
 - All positions advertised for DFA will be open to external, as well as internal, applicants *unless the vacancy is a grade 66 or 99, written approval has been received for an emergency hire, or a specific exception has been granted by the DFA Director or designee.*
 - All positions advertised for DFA will be advertised for a minimum of 5 working days. Vacancies in classifications requiring the minimum of a bachelor's degree or equivalent must be advertised for 10 working days. If a longer posting period is desired, indicate the number of working days in the space provided.

- If the position will not be open to external applicants, indicate the reason in the space provided.

10. Internal Applicant Information

- If a specific exception allowing recruiting to be restricted to internal applicants only (see #9 above) has been obtained, indicate "Yes" in the space provided.
- Following the rules outlined in #9 above regarding the length of advertisements, indicate the number of days for the posting.
- If the position is also exempt from internal advertising (will not be posted as a vacancy at all), indicate the reason in the spaces provided.

11. Brief Description of Job Duties

Briefly describe the functions of the position. Do **not** attach a copy of the class job specification (the official job description). Example statements for Payroll Officer position: "Incumbent will process payroll documents and tax forms, and will produce reports and REM statements for DFA employees. Incumbent will also troubleshoot payroll problems to prevent/rectify erroneous employee pay."

12. Location of Position

Indicate the city and county to which the position is assigned.

13. Applicants to be Interviewed By

Enter the name(s) of the person(s) who will conduct the employment interviews.

14. Address

Enter the mailing or messenger address of the hiring official, including the building name and/or room number. This is the address to which qualifying applications will be sent.

15. Submitted By

The person completing the JV-RR should sign and give a phone number. In case of questions concerning the JV-RR or applications, this person will be contacted.

NOTE: The JV-RR initiates the posting of the vacancy on the DFA Employment Website, the ESD Employment Website, and in a limited number of paper vacancy listings. It does NOT initiate any newspaper advertisements, journal advertisements, etc. These types of advertisements are the sole responsibility of the originating office.